



Admission and Enrollment Check-list

Completing your admission file at Otero Junior College

Apply - FREE online OJC application. Apply online at: www.ojc.edu/howToApply.aspx

Once you have applied and received your student i.d. number (S#) you are ready to begin checking off the tasks in the following list to get enrolled for the upcoming semester.

Enrollment Check-list

Submit documents to Otero Junior College Student Services

Scan and submit via email to: admissions@ojc.edu or

Mail documents: OJC Student Services, 1802 Colorado Avenue, La Junta, CO 81050

- **Request your *Official* and Final High School or GED Transcript be Submitted to OJC**
 - Submit transcripts through the seventh semester to meet scholarship deadlines. Submit *official transcripts* and final grades, along with proof of graduation, upon completion.
 - **Request your *Official* College Transcripts be Submitted to OJC**
 - Submit official college transcripts from all previous colleges.
- Please note:** Transcripts must come from an official source, either your former high school or college admissions office. Transcripts cannot be hand-delivered or mailed by the student.
- **Request your ACT/SAT Scores be Submitted to OJC**
 - **Call for an Advising and Registration Appointment-** Call 719-384-6800
 - **Apply for COF** - The College Opportunity Fund (COF) is for Colorado residents only. This is a stipend (discount) for in-state tuition. If you did not check the *opt-in* box on your application to be automatically signed up for COF, you can apply at: <https://cof.college-assist.org/>
 - **Apply for FAFSA** - Free Application for Federal Student Aid (FAFSA). Apply at:
www.fafsa.ed.gov OJC School Code: 001362
 - **Apply for Scholarships** - Apply for our many scholarship opportunities.
 - Most scholarship deadlines are April 1. www.ojc.edu/scholarships.aspx
 - **Apply for Housing** - Complete a housing contract and pay a \$100 housing deposit.
 - You must provide immunization information to secure campus housing.
www.ojc.edu/futurestudents/housingandfood/ojchousingapp.aspx
 - **Submit your Immunization Records** - From your high school or doctor's office.
 - Required - Proof of two MMR's (Measles, Mumps & Rubella) and a Meningococcal shot or waiver form
 - **Complete OJC 101 an online New Student Orientation** - Provides you with an introduction to OJC and important information to help you get the most out of your college experience.
www.ojc.edu/futurestudents/studentorientation.aspx